



Commanding Officer's Physical Readiness Program Desktop Reference Guide

PHYSICAL FITNESS ASSESSMENT (PFA)

Two PFAs are to be conducted per year. There must be a minimum of 4 months between PFAs and only 1 per Navy cycle.

CO has authority over the schedule, conduct, safety, and medical waivers for the PFA.

PFAs must be conducted within the respective PFA cycle. Cycle 1 is defined as 1 Jan-30 June. Cycle 2 is defined as 1 Jul-31 Dec.

A failure of either the BCA or PRT component of the PFA constitutes a PFA failure.

Commands shall provide a notification at least 10 weeks in advance of scheduled PFA dates.

IA/GSA and OSA Sailors are not automatically exempt from the PFA requirement (safety issues and qualified CFL availability is the requirement for exemption)

If assigned in a joint environment the CFL-equivalent of the sponsoring military service may administer the PFA using Navy criteria and procedures.

All medically cleared personnel regardless of gender, age, rank, title, billet, or retirement status, must participate in the semi-annual PFA.

The CO may waive the PRT component of the official PFA for the entire command based upon deployment/operational ("DEP/OP") commitments twice. Waiving more than 2 consecutive PRTs requires ISIC approval.

ISIC approval is required to waive the BCA for the entire command.

Members are authorized 1 PRT Bad Day. A PRT Bad Day must be requested within 24 hours of a PRT failure and must be completed within 7 working days. Drilling Reservists have until the end of the following month. All portions of the PFA must be retaken.

BCA Bad Days are not authorized.

No Show to the PFA is an unauthorized absence (UA) and will automatically be scored a "failure" in PRIMS.

Report all physical fitness related injuries to the command Safety Officer.

PERSONNEL EXCHANGE PROGRAM (PEP)

PEP participants are exempt from the PFA if there is no qualified CFL/ACFL or service equivalent personnel to administer the Navy PFA.

PREGNANT SERVICEWOMEN

Pregnant Servicewomen are exempt from the PFA for 6 months following the end of convalescent leave.

Pregnant servicewomen and post-partum servicewomen are not to be mandated to participate in group PT. Health Care Providers (HCP) will provide all guidance.

COMMAND FITNESS LEADER (CFL)

CFLs and ACFLs must be appointed in writing.

The CFL must be fully qualified within 3 months of appointment.

One ACFL for every 25 command members must be appointed. Commands with less than 25 members must appoint at least 1 ACFL.

BODY COMPOSITION ASSESSMENT (BCA)

BCA is to be conducted within 10 days of the PRT, but not less than 24 hours prior.

Drilling Reservist may take the BCA up to 31 days prior to the PRT, but not less than 24 hours prior.

A BCA failure is an overall PFA failure.

Members requiring a circumference measurement must be taped 2 times and the average of the 2 will be used in calculations. A 3rd measurement is only required if one of the 2 measurements is greater than 1 inch difference.

Members medically waived from the BCA are not authorized to participate in the PRT.

Members who fail the BCA are not authorized to participate in the PRT.

Members may perform the BCA in the uniform of the day if taping is not required.

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Only a designated certified CFL or trained ACFL can administer the BCA for an official PFA.

COs and officers in charge should specify the required uniform - uniform of the day or Navy physical training uniform - that will be worn during official and unofficial height and weight screening and circumference measurements.

To protect the integrity of the program, one-on-one BCAs are not authorized.

MEDICAL CLEARANCE

No member is authorized to participate in the PRT without a current PHA.

Members with "Yes" responses on PARFQ must be medically cleared to participate.

The CFL/ACFL must ask the Pre-physical Activity Questions prior to every PFA.

CFL will not allow members to participate that have medical issues until they have been medically cleared.

MEDICAL WAIVERS

CO or a designated official has final approval for all medical waivers.

Members granted 2 medical waivers in a 12-month period or 3 in a 4-year period must have their medical records reviewed by a medical board. The results of the medical board will be forwarded to PERS-8 for disposition.

Only Authorized Medical Representatives may recommend BCA medical waivers.

PRT medical waivers may be recommended by a physician, adult nurse practitioner, physician assistant, or IDC.

Civilian providers may recommend medical waivers, but the waiver must be approved via a military treatment facility.

After-the-fact BCA medical waivers are not authorized. Members are expected to know their medical status prior to showing up for the BCA.

BCA waivers may be granted only if the member is in approved limited duty (LIMDU) status (ACC 105) for the medical condition prompting the BCA waiver request.

BCA waivers may also be granted if there is an inability to obtain an accurate weight (e.g., leg cast) or measurement (e.g., recent surgery on an area directly involved with the measurements used to calculate BCA).

BCA waivers may also be granted if the member has fallen out of BCA standards within the preceding 6 months due to a medical condition or medical therapy which has been newly diagnosed, worsened in severity, or increased in dosage in that 6 month period, which is known to result in weight gain.

Any attempt by a member to alter their BCA measurements by using body wraps, starvation diets, and/or sauna suits is prohibited.

If temporary altering is detected by the command, the CFL or ACFL, the member shall be required to wait a minimum of 72 hours before completing the official BCA measurement.

Any attempt to influence the BCA measurement through intimidation, coercion, or other means may result in disciplinary action under the UCMJ.

PHYSICAL READINESS TEST (PRT)

The PRT shall only be administered by designated and certified CFLs and trained ACFLs. All personnel participating in the PRT shall wear the Navy PTU.

Participation in an alternative cardio-respiratory event is not an entitlement (CO's discretion).

All PRT events shall be completed on the same day, and in the following sequence: warm-up, curl-ups, push-ups, cardio-respiratory event (run/walk, swim, elliptical trainer or stationary bike), and cool-down.

For safety concerns, one-on-one PRTs are not authorized.

FITNESS ENHANCEMENT PROGRAM (FEP)

Fitness Enhancement Program (FEP) is the command's plan of action to ensure members have availability and accessibility to regular physical activity and nutritious foods.

A formal FEP plan delineating individual personal actions is mandatory for members that fail to meet PFA standards.

Mandatory participation in FEP shall continue until the member passes the next regularly scheduled command PFA and scores "good" or better in all PRT components.

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COMMAND/UNIT/INDIVIDUAL PT

COs are encouraged to integrate PT into the workweek, consistent with mission/operational requirements.

Command members must wear the Blue and Gold Navy PTU during command PT sessions.

Command/Unit PT sessions are to be led by a CFL, trained ACFL or MWR fitness staff members.

NUTRITION

Commanding Officers have significant influence on the eating environment within and around their command. Although education on proper nutrition is important, increasing the availability of nutritious foods and decreasing the availability of unhealthy foods is more effective for preventing body fat gain, a key element to an effective physical readiness program. Promoting good nutrition through local policies and the wellness committee make it easier for Sailors to eat healthy.

The military Nutrition Eating Environment Tool (m-NEAT) available on the Navy and Marine Corps Public Health Center website is a method of assessing how supportive your command/community is of healthy eating and provides ideas for positive changes to make.

Visit the commander's nutrition toolbox on the PRP website for more information, guidelines, and suggestions

PRIMS ADMINSTRATIVE ACTIONS

All data for semi-annual PFA are to be entered into PRIMS within 30 days.

All waivers are to be entered within 14 days of the completion of the command PFA cycle.

EVALUATIONS/FITNESS REPORTS

Ensure fitness reports/performance evaluations accurately reflect PFA performance:

“P”- Both the BCA and PRT was passed.

“F”- Overall PFA failure.

“B” - Member passed the BCA but was authorized not to participate in the PRT.

“M”- Member was medically waived from the entire PFA

“W”- Member was waived from a PRT event.

“N”- No PFA was conducted during the reporting period.

WRITTEN COUNSELING

Ensure written counseling (NAVPERS 1070/613 for enlisted) or LON (for officers) is drafted and submitted to the appropriate chain of command for all personnel with documented PFA failures.

Ensure all LONs for the first PFA failure are maintained in the CFL records.

LONs for the second and third PFA failure shall be forwarded to NAVPERSCOM, Records Management/Policy Branch (PERS-313) for entry into the OMPF.

Forward all Administrative Remarks to PERSUPDET/PERSOFF for NSIPS ESR Verification and submission to the OMPF.

PFA RECORD MANAGEMENT

Maintain original written documentation (notes and or worksheets, etc.) of official command PFAs and FEP records for a period of 5 years. Ensure to follow current personal identifiable information (PII) policy.

PRIMS CORRECTION REQUEST

Draft letters of correction (LOC) and forward with supporting documentation to OPNAV (N135F) for PRIMS correction within 1 year of error.

ADVANCMENT/PROMOTION

Consult the advancement manual to withhold/withdraw enlisted promotion/advancement.

Enlisted members shall have advancement or frocking deferred if they have failed the most recent official PFA.

Enlisted member may participate in a monthly mock PFA (FEP) to regain eligibility.

If not within standards within promotion/advancement limiting date, withdrawal messages must be sent to CNET.

Officers shall be ineligible for promotion if they have failed the most recent PFA. PERS-834 must be notified.

Officers may regain eligibility by passing the next command directed PFA (i.e., monthly FEP mock PFA) and notification shall again be made to NAVPERSCOM (PERS-834).

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CPO SELECTEE PFA

When a "special PFA is required for frocking and promotion purposes (i.e., chief petty officer induction), the command shall defer frocking for members that fail to meet Navy PFA standards.

Members are not to be frocked and if they are not within standards by the advancement limiting date, the promotion is to be withdrawn.

Consult the advancement manual to withhold and withdraw promotions.

REENLISTMENT/EXTENSION

AC members who have three or more PFA failures in the most recent 4-year period shall not be reenlisted or extended.

TRANSFERS

AC and Full Time Support (FTS) personnel who have three or more PFA failures in the most recent 4-year period shall not transfer to a new permanent duty station and will be retained onboard.

Unless the most recent PFA was passed, Drilling Reservists who have failed two consecutive PFAs in the past 3 years shall not be assigned to IAMM assignments.

AC and FTS personnel who have failed the two most recent PFAs consecutively shall not transfer to a new permanent duty station until the member successfully passes a PFA during an official PFA cycle.

Unless the most recent PFA was passed, there are also transfer restrictions for AC personnel who have failed 2 PFAs in the past 3 years.

NAVAL NUCLEAR PROPULSION PROGRAM

OPNAV (N133) is the single point of contact on all PFA failure policy matters relating to Naval Nuclear Propulsion Program personnel.

MEDICAL OFFICERS

All community management and policy decisions affecting medical officers must be referred to BUMED, Total Force Directorate (M1) for review and approval.

ADMINISTRATIVE SEPARATION (ADSEP)

Mandatory separation processing shall occur for all members who fail three PFA cycles in the most recent 4-year period.

Initiate ADSEP processing within 14 days of the third or greater PFA failure in most recent 4-year period, unless a readiness waiver has been approved by the echelon 3 commander.

Members with over 18 years of service with a third PFA failure, prior to 30 June 2011, with an approved Fleet Reserve/retirement date will be allowed to retire (grandfathered in).

Members with over 18 years of services with a third failure, subsequent to 30 June 2011, will be processed for ADSEP.

RC personnel who have 3 or more PFA failures in the most recent 4-year period shall not be transferred to the Inactive Ready Reserve in lieu of ADSEP processing.

Members with less than 6 years of service are to be processed for separation within 15 working days (MPM 1910-010) of the official notification of pending separation.

Members with more than 6 years of service are eligible for an admin board and will be processed within 50 working days (MPM 1910-010) of the official notification of the pending separation.

RETAINED MEMBERS

Individuals retained in the Navy after an ADMIN Board recommendation and COMNAVPERSCOM approval are eligible to transfer to billets other than those with restrictions. However, the individuals will need a transfer waiver from NAVPERSCOM (PERS-4) prior to transfer. Individuals will be referred to an additional ADSEP board if they fail a subsequent PFA and still have 3 or more PFA failures in the most recent 4-year period.

TRANSFER WAIVER

Members with three or more PFA failures may only transfer with a NAVPERSCOM (PERS-4) approved Transfer Waiver.

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READINESS WAIVER

COs must request a waiver for readiness through their ISIC, in consultation with community managers, within 14 days of the end of the command PFA cycle. Echelon 3 (or higher) commanders maintain responsibility for approval and disposition of all waivers for readiness.

A waiver for readiness expires at either completion of obligated service, or at the completion of the next PFA cycle (whichever occurs first).

If, upon waiver expiration, the member still has three or more PFA failures in the most recent 4-year period, COs shall initiate ADSEP processing or request renewal of the waiver for readiness.

Individuals with waivers for readiness will not be transferred (without transfer waiver), reenlisted, or extended.

MEMBERS SERVING WITH THE USMC

Members serving with the USMC may not be mandated to participate in the Physical Fitness Training or Combat Fitness Test. Members may volunteer; if they fail, they must be allowed to retest with the Navy PRT.

PHA REQUIREMENT FOR STUDENTS

Members within one year of medical in-processing only require a PHA during the birth month following the first year of service. The in-processing medical exam is sufficient for PFA, command/unit PT and FEP participation, if all other medical screening requirements are met.

MOCK PRT AND FEP MEMBERS

Members, who have failed the BCA, are not authorized to participate in a mock PRT until within standards. FEP program should be designed to help members safely reduce their body fat through diet and exercise.